

To: Ms. Alison Steinfeld  
Director of Planning & Community Development  
Town of Brookline



From: M. David Lee, FAIA  
Partner, Stull and Lee, Inc.

Re: Services for Center Street East parking lot study

**Stull and Lee**  
**Incorporated**  
architecture • planning

This contract for professional services, entered to as of November \_\_\_\_\_ 2013 by and between the Town of Brookline, MA and Stull and Lee, Inc. shall commence upon execution of this contract document and shall consist of the scope of work outlined below:

103 Terrace St  
Roxbury Crossing  
MA 02120

#### Project Intent and Scope of Services:

The Town of Brookline Planning & Community Development Department (Planning) is working with the Transportation Division and the Parks & Open Space Division to study conceptual plans for the Centre Street East, and potentially, Centre Street West parking lots. The interest for this study is being driven by two factors. The Town of Brookline currently has a major capital improvements budget to significantly renovate the Coolidge Corner East parking lot in 2015. Additionally, the Coolidge Corner Theatre is looking to expand and add a theatre by 2016. The Theatre expansion will require some realignment of curbing and a new location for a loading space. The current Town plans for renovating the Centre Street East parking lot do not anticipate any other changes to the parking lot design.

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Donald L. Stull FAIA

M. David Lee FAIA

Kevin A. Benjamin

Although the timeline for the renovation and the Theatre expansion are independent from each other, Planning would like to explore other conceptual design options that: (i) create a significant, usable open space at the Centre Street East parking lot; (ii) better define acceptable loading and employee parking for the abutting commercial properties with regards to public and private properties; and (iii) provide a structured parking deck that while not adding a significant number of parking spaces now, could be added to in the future, if desirable.

## Phase I: Goals and Objectives



I.1 Meet with Economic Development Director and other key Town staff persons to review goals.

I.2 Assemble available town base mapping materials and site documentation including aerial photos, site survey, utilities and easement information.

I.3 Photograph site and immediate context.

I.4 Prepare base map and sketch up study model of the project site.

## Phase II: Conceptual Options

II.1 Evaluate and illustrate current proposed options 1 and 2.

II.2 Generate (up to three) additional options for discussion with staff.

II.3 Select with staff most promising option (s).

II.4 Prepare illustrations and "order of magnitude" cost estimate for no more than two (2) preferred options.

## Phase III: Recommendations

III.1 Present study results and recommendations to two public meetings.

III.2 De-brief with Economic Development Director and Staff and consider future steps.



Fee distribution:

Phase I.....	\$900
Phase II.....	\$3000
Phase III.....	\$1000

TOTAL FEE.....	\$4900
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Agreed to:

\_\_\_\_\_  
Alison Steinfeld,  
Director of Planning and Community Development

\_\_\_\_\_  
Date

\_\_\_\_\_  
M. David Lee, FAIA  
Partner, Stull and Lee, Inc.

\_\_\_\_\_  
Date: